



# ***Becoming a Government Purchase Card (GPC) Cardholder***



## Required Steps to Becoming a GPC Cardholder

### STEP 1

Access application and training info:

[http://www.acc.army.mil/contractingcenters/acc\\_r.htm](http://www.acc.army.mil/contractingcenters/acc_r.htm)

### STEP 2

1. Fill out application.
2. Incomplete applications cannot be processed.

### STEP 3

Submit complete and accurate application to:

[usarmy.ria.acc.mbx.gpc-c-applications@mail.mil](mailto:usarmy.ria.acc.mbx.gpc-c-applications@mail.mil)

### STEP 4

1. Complete required training as shown in Charts #3 and #4
2. Submit training in **BULK** to:

[usarmy.ria.acc.mbx.gpc-c-applications@mail.mil](mailto:usarmy.ria.acc.mbx.gpc-c-applications@mail.mil)

### STEP 5

**NOTE: ACC-RI cannot activate you as a CH until ALL training certificates are provided, and the Application is submitted correctly.**

### STEP 6

1. ACC-RI verifies required documents are correct.
2. ACC-RI prepares Delegation Letter

### STEP 7

1. ACC-RI signs Delegation Letter
2. ACC-RI emails Appointee Delegation Letter

### STEP 8

Cardholder returns signed/acknowledged Delegation Letter to:

[usarmy.ria.acc.mbx.gpc-c-applications@mail.mil](mailto:usarmy.ria.acc.mbx.gpc-c-applications@mail.mil)

### STEP 9

Cardholders must redeem PCOLS token.

### STEP 10

1. Once provisioned, CH receives GPC in mail.
2. Cardholder self-registers in AXOL.

### STEP 11

Purchases can begin, IAW delegation letter limits.

**TRAINING DOCUMENTS PROCESS FASTER WHEN DOCUMENTS ARE SUBMITTED CORRECTLY AND IN BULK!**



## Step #4 Required Training

TITLE	COURSE NUMBER	LOCATION	FREQUEN CY	NOTES
Ethics	HBS 415 OR CLM 003	<a href="https://learn.dau.mil">https://learn.dau.mil</a>	Annually	Take either course 1x annually; Ethics is due 28 Feb every year
Gov't Purchase Card (GPC)	CLG 001	<a href="https://learn.dau.mil">https://learn.dau.mil</a>	1 x	
GPC Refresher	CLG 004	<a href="https://learn.dau.mil">https://learn.dau.mil</a>	Every 2 years	Refresher Training is due 28 Feb every other year
Purchase Card Online System (PCOLS)	CLG 005	<a href="https://learn.dau.mil">https://learn.dau.mil</a>	1 x	
ACC-RI GPC Quiz	N/A	<a href="http://www.acc.army.mil/contractingcenters/a cc_ri/">http://www.acc.army.mil/contractingcenters/a cc_ri/</a>	1 x	7 out of 9 questions must be answered correctly to pass

Mandatory Training List Continues on the Next Page



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## ***Step #4 Required Training (continued)***

<b>TITLE</b>	<b>AXOL CATEGORY</b>	<b>MODULE NAME</b>	<b>FREQUENCY</b>	<b>NOTES</b>
US Bank Access Online (AXOL) AXOL modules required. See below.	N/A	<a href="https://wbt.access.usbank.com">https://wbt.access.usbank.com</a>	1 x	1. Password required. Email <a href="mailto:usarmy.ria.acc.mbx.gpc-applications@mail.mil">usarmy.ria.acc.mbx.gpc-applications@mail.mil</a> for password to AXOL training. 2. You cannot obtain access or register for module training until you receive the password.
Modules 1-5	Get Started Using Access Online	<ul style="list-style-type: none"><li>Account Profiles</li><li>My Personal Information</li><li>Navigation Basics</li><li>Online Registration</li><li>Statements</li></ul>	1 x	Certificates of Completion required. (See Help Guide on ACC-RI GPC Webpage)
Module 6	Work With Transactions	<ul style="list-style-type: none"><li>Transaction Management</li><li>Account Approval Process</li></ul>	1 x	Certificate of Completion required. (See Help Guide on ACC-RI GPC Webpage)
Module 7	Work With Orders	<ul style="list-style-type: none"><li>Order Management</li></ul>	1 x	Certificate of Completion required. (See Help Guide on ACC-RI GPC Webpage)
Module 8-9	Create and Run Reports and Statements	<ul style="list-style-type: none"><li>Standard Reports</li><li>Custom Reports</li></ul>	1 x	Certificate of Completion required. (See Help Guide on ACC-RI GPC Webpage)



## ***AXOL Registration and Certification Help Guides***

- ACC-RI GPC Webpage:  
[http://www.acc.army.mil/contractingcenters/acc\\_ri/](http://www.acc.army.mil/contractingcenters/acc_ri/).
- Mandatory GPC Training is lengthy.
  - Do not become discouraged; once initial training is complete, there are only refresher courses --
  - Ethics annually (CLM 003 or HBS 415) and
  - GPC Refresher (CLG 004) biennially



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## ***What Else Do I Need to Know?***

- Follow Steps #1-10 on Chart #2 in order.
- Accuracy counts! Accurate document submissions speed up the processing process.
- Training is lengthy; plan accordingly.
- ACC-RI cannot provision you as a Cardholder without proof of required training, PCOLs tokens being redeemed, and a signed Delegation Letter.
- Sign your Delegation Letter right away and return to [usarmy.ria.acc.mbx.gpc-applications@mail.mil](mailto:usarmy.ria.acc.mbx.gpc-applications@mail.mil).
- Update your WORK Global Address List (GAL) at: <https://www.dmdc.sod.mil/milconnect>.
- Keep copies of all of your documents; they are required for GPC reviews.
- Send questions to [usarmy.ria.acc.mbx.gpc-applications@mail.mil](mailto:usarmy.ria.acc.mbx.gpc-applications@mail.mil).
- Refresher training (CLG 004 and Ethics, CLM 003 or HBS 415) is due on February 28. Cards will be reduced to \$1.00 if refresher training is not received on time.
- As soon as you are provisioned in the Systems, your role as a CH begins!
- Refer to the guides at [http://www.acc.army.mil/contractingcenters/acc\\_ri/](http://www.acc.army.mil/contractingcenters/acc_ri/) for instructions how to review and certify CH accounts.